

**DRAFT ADVERTISEMENT FOR RECRUITMENT GOVERNMENT OF INDIA, MINISTRY OF  
DEFENCE UNIT- ORDNANCE DEPOT FORT, ALLAHABAD**

1. Applications are invited from eligible Indian Citizens for the following post in Pay Matrix plus other allowances as admissible to Central Government employees:-

Ser No	Designation of Post	No of vacancies								Pay Matrix
		UR	SC	ST	OBC	Total	PHC	ESM	MSP	
(a)	Material Assistant	03	01	-	02	06	01 (HH)	-	-	Level – 5 Rs. 29200
(b)	Lower Division Clerk (LDC)	12	05	-	06	23	01 (VH)	02	01	Level – 2 Rs. 19900
(c)	Civilian Motor Driver (Ordinary Grade) [CMD (OG)]	01	-	-	-	01	-	-	-	Level – 2 Rs. 19900
(d)	Fireman	03	01	-	01	05	-	01	-	Level – 2 Rs. 19900
(e)	Tele Optr	01	-	-	-	01	-	-	-	Level – 3 Rs. 21700
(f)	Vender	03	01	-	-	04	01 (VH)	-	-	Level – 1 Rs. 18000
(g)	Multi Tasking Staff (MTS) (Messenger)	01	-	-	-	01	-	-	-	Level – 1 Rs. 18000
(h)	Messenger	-	01	-	-	01	-	-	-	Level – 1 Rs. 18000
(j)	Safaiwala	02	-	-	01	03	01 (HH)	-	-	Level – 1 Rs. 18000
(k)	Tradesman Mate	55	22	01	29	107	03 (VH, HH, OH)	10	05	Level – 1 Rs. 18000

The vac of PHC, Ex-serviceman and MSP will be filled up first and adjusted against respective category of UR/SC/ST/OBC.

2. **ELIGIBILITY CRITERIA.** As per recruitment rules, qualifications for these posts are as under:-

Ser No	Designation of Post	Minimum Qualification	Written Test	Qualifying in Physical/ Practical/Trade/ Typing Test
(a)	Material Assistant	<p><b>Essential -</b>                      Graduate in any discipline from any recognized University                      OR                      Diploma in Material Management from any recognized Institutions                      OR                      Diploma in Engineering in any discipline from any recognized Institutions.</p>	Written Test (100% Marks)	NIL
(b)	Lower Division Clerk (LDC)	<p><b>Essential -</b>                      (a) 10+2 or equivalent examination of recognized university/board.                      (b) English Typing @ 35 w.p.m. on computer or Hindi Typing @ 30 w.p.m. on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 key depressions per hours (KDPH) on a average of 5 key depressions for each word.                      A physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in type writing may be appointed subject to the condition that a Civil Surgeon or equivalent certifies that the said handicapped persons is a fit, condition to be able to type.</p>	Written Test (100% Marks)	Typing Test (Qualifying)
(c)	Civilian Motor Driver (Ordinary Grade) [CMD (OG)]	<p><b>Essential -</b>                      (a) Matriculation or equivalent examination from recognized University/board.                      (b) Must possess the civilian driving licence for <b>heavy vehicles</b> and have <b>two years experience</b> of driving such vehicles.</p>	Written Test (100% Marks)	Practical/Trade test (qualifying)

Ser No	Designation of Post	Minimum Qualification	Written Test	Qualifying in Physical/Practical/Trade/Typing Test
(d)	Fireman	<p><b>Essential -</b>                      (a) Matriculation or equivalent examination from recognized University/board.                      (b) Must be physically fit and capable of performing strenuous duties and must have passed the test specified below:-                      (i) Height without shoes 165 cms, provided that a concession 2.5 cms height shall be allowed for member of the Scheduled Tribes.                      (ii) Chest (un-expanded) – 81.5 cms.                      (iii) Chest (on-expansion) – 85 cms.                      (iv) Weight – 50 kgs (minimum).  <b>Note:</b> - This post is purely for <b>Male</b> candidates. Physical fitness on ground is essential instead of certificates of any pvt/govt institution produced by applicant.</p>	Written Test (100% Marks)	<p><b>Endurance Test :</b>                      (qualifying)                      (i) Carrying a man (fireman lift) of 63.5 kgs to a distance of 183 meters within 96 seconds.                      (ii) Clearing 2.7 meters wide ditch and landing on both feet (long jump).                      (iii) Climbing 3 meters vertical rope using hands and feet</p>
(e)	Tele Opr	<p><b>Essential -</b>                      (i) Matriculation or equivalent examination from recognized University/board with English as compulsory subject.                      (ii) Proficiency in handling in PBX board.  <b>Desirable –</b>                      Fluency in spoken English.</p>	Written Test (100% Marks)	Practical/Trade test (qualifying)
(f)	Vender	<p><b>Essential -</b>                      Matriculation or equivalent examination from recognized University/board with six months experience in the trade.</p>	Written Test (100% Marks)	Practical/Trade test (qualifying)
(g)	Multi Tasking Staff (MTS) (Messenger)	<p><b>Essential -</b>                      Matriculation or equivalent examination from recognized University/board  <b>Desirable –</b>                      Conversant with the duties of the respective trades with one year's experience in the trade.</p>	Written Test (100% Marks)	NIL
(h)	Messenger	<p><b>Essential -</b>                      Matriculation or equivalent examination from recognized University/board  <b>Desirable –</b>                      Conversant with the duties of the respective trades with one year's experience in the trade.</p>	Written Test (100% Marks)	NIL

Ser No	Designation of Post	Minimum Qualification	Written Test	Qualifying in Physical/Practical/Trade/Typing Test
(j)	Safaiwala	<b>Essential -</b> Matriculation or equivalent examination from recognized University/board <b>Desirable –</b> Conversant with the duties of the respective trades with one year's experience in the trade.	Written Test (100% Marks)	NIL
(k)	Tradesman Mate	<b>Essential -</b> Matriculation or equivalent examination from recognized University/board	Written Test (100% Marks)	<b>Physical Test:</b> (qualifying) (a) 1.5 Km run in 6 minutes (b) Endurance test with 50 kgs sand bag distance 200 meters in 100 seconds.

**Note:** - Short listing of applications at scrutiny of application stage will be made on the basis of cut off percentage of marks obtained in the essential qualification prescribed for the above posts. No weightage will be given for additional/higher qualification. Call letters will be issued only to shortlisted applicants.

3. The above posts are subject to all India Service Liability including field service.

4. **Age limit and relaxation for the above posts:-**

(a) For the post of LDC, Fireman, Tele Optr, Vender, MTS (Messenger), Messenger, Safaiwala and Tradesman Mate:-

Ser No	Category	Age limit			Remarks
(a)	UR	18 years to 25 years			-
(b)	SC/ST	18 years to 30 years			
(c)	OBC	18 years to 28 years			
(d)	ESM	Present age minus (period of service rendered in Army/Navy/Air force plus three years) should not exceed prescribed maximum age limit.			<b>For example:-</b> Present age – (period of service render + 3 years) 46 – (20+3)=23
(e)	PHC	UR	OBC	SC/ST	PH person should be in possession of Disability Certificate issued by CMO/Civil Surgeon of Govt Hospital certifying the disability.
		18 years to 35 years	18 years to 38 years	18 years to 40 years	
(f)	MSP	UR	OBC	SC/ST	Persons who have represented a State in National/International Competition University Sports Board State School Team in National Sports/Games conducted by AISGF Persons awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.
		18 years to 30 years	18 years to 33 years	18 years to 35 years	

(b) Post of Material Assistant & Civilian Motor Driver (Ordinary Grade) only:-

Ser No	Category	Age limit			Remarks
(a)	UR	18 years to 27 years			-
(b)	SC/ST	18 years to 32 years			
(c)	OBC	18 years to 30 years			
(e)	PHC	UR	OBC	SC/ST	PH person should be in possession of Disability Certificate issued by CMO/Civil Surgeon of Govt Hospital certifying the disability.
		18 years to 37 years	18 years to 40 years	18 years to 42 years	

5. Candidates will forward application properly sealed, in an envelope to Commandant OD Fort, Allahabad Pin – 211005 mentioned against the post applied for through ordinary posts/ Registered post/Speed post. Application in person will not be accepted.

<b><u>“APPLICATION FOR THE POST OF .....</u>”</b>
To
Commandant Ordnance Depot Fort, Allahabad (UP) Pin – 211005
From:-

6. **Last date of receipt of application:** 21 days from the date of publication of the advertisement in the Employment News. In case of candidates belongs to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Laddak, Sub Division of Jammu and Kashmir State, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 days from the date of publication of this advertisement. However the crucial date for determining the age limit for all shall be the closing date for receipt of application i.e. 21 days from publication.

7. **General:** Applications received before date of publication or after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained. The following acts/omissions should render a candidate/application disqualified:-

- (a) Applications not in the prescribed format or incomplete or unsigned or undated or improperly filled.
- (b) Submission of false, inaccurate or tampered or dubious information.
- (c) If not super scribed with the name of the post applied for or incorrect name of the post on the envelope and application.
- (d) Without self – addressed envelope/postage stamps/self attested recent photographs.
- (e) Application not accompanied by self attested copies of certificates / prescribed certificate in support of age, qualification, Caste, disability, discharge etc.
- (f) More than one application submitted by the candidate for the same post.

- (g) Any other deemed irregularity or reason as observed by the Board of Officers.
- (h) Canvassing on application form in any and/or bringing in any influence political or otherwise will entail disqualification.
- (j) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (k) If underage or overage on closing date of receipt of application.
- (l) If the candidate not found to possess the essential qualification.
- (m) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.
- (n) Photograph must be pasted properly and not stapled wherever applicable.

8. Candidate should specifically note that the late delivery of test/examination intimation due to postal delay (Such as envelope wrongly addressed, delivered else where etc) will not be entertained and no correspondence will be made in this regard.

9. The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.

10. OBC candidates seeking reservation of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities under Govt of India.

11. Photocopy of the following Documents/Certificates to be attached alongwith application duly self attested:-

(a) Two passport size photographs duly self attested, one on right corner of application and one on Acknowledgement Card.

(b) Self attested copies of following certificates will also be submitted with application:-

- (i) Education qualification certificate
- (ii) Date of Birth Certificate
- (iii) Caste certificate where applicable
- (iv) Discharge Certificate for Ex-Serviceman where applicable
- (v) Certificate of experience in trade wherever applicable
- (vi) Sports Certificate where applicable

(c) Self addressed envelope affixing postal stamps of Rs 25/-.

**Note** :- Central Government civilian employees must furnish 'No Objection Certificate' from their employer/Office alongwith application otherwise their candidature will be cancelled.

12. Place of Test is **Ordnance Depot Fort Allahabad (UP)** (Exact Location will be intimated in call letter).

13. Application should be forwarded to Commandant, Ordnance Depot Fort Allahabad as per prescribed format only otherwise the same will be rejected. Separate application for each post is required.

14. Incomplete/ineligible application will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination through Acknowledgement Card.

15. Commandant Ordnance Depot Fort Allahabad (Appointing authority) reserves the right to reduce the number of candidates for written examination for any category of post by screening of applications based on a cut of percentage of marks obtained in the examination mandated as essential QR.

16. Skill/Trade test wherever applicable will be conducted and will be qualifying in nature. Typing test with requisite speed is a pre-requisite for the post LDC. However in case of Physical Handicapped (PH) candidate the individual will be permitted to join the appointment without passing the typing test which he/she can pass within a period of two years/probation period.

17. **Written Test:** The question papers of written test (Objective type) will be bilingual i.e. English & Hindi. Details for written test are mentioned below:-

Subject	Total Marks	Duration	Remarks
General Intelligence and reasoning	150	2 Hours (20 Minutes extra for visually handicapped candidates)	The standard of questions will be of matriculation/intermediate/graduation as applicable
Numerical aptitude			
General English			
General Awareness			

18. Number of candidates for conduct of various tests may be restricted to minimum 50 times of the number of vacancies for each category based on a cut off applied on the minimum educational qualification for the post.

19. It is made clear the merely fulfilling the basic essential qualification/requirements does not automatically entitle a person to be called for test. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the numbers of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage due to administrative reasons.

20. **Warning:** All candidates are warned to be careful from the self-styled agents and also requested to inform the Commandant OD Fort, Allahabad against any malpractice seen/observe by them.

21. All appointments are initially on temporary basis but likely to be made permanent

22. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangements for lodging/boarding during the test.

23. Commandant OD Fort, Allahabad will not be responsible for any injury which may occur during the process of recruitment tests/exams.

**APPLICATION FORMAT**  
**PART 'A'**

Category Gen/SC/ST/OBC/ESM/PHC/MSP (Cross out which are not applicable) write post applied for and envelope also in block letters.

To,

The Commandant, Ordnance Depot Fort  
Allahabad, Pin – 211005 (UP)

1. Name of the post applied :
2. Name of the candidate :  
(In block letter)
3. Father's Name
4. Nationality
5. Religion
6. Date of Birth  
(In Christian era)
7. Present Age -----Year -----Month -----Days  
(As on last date of receipt of application)
8. Educational qualifications - (Attach education certificates duly self attested)

Affix recent  
passport size  
photograph duly  
self attested

S. No	Qualification	Name of School/ College	Name of Board/ University	% of marks obtained

9. Experience if any  
(Attach certificates duly self attested)

10. Correspondence Address:-

House No/Street/Village .....

Post Office .....

District ..... State .....

Pin Code .....

Mobile No .....

Email ID (If any) .....

11. Permanent Address:-

House No/Street/Village .....

Post Office .....

District ..... State .....

Pin Code .....



12. Category for which applied:-

(Attach copy of caste certificate issued from competent auth under Govt of India and duly self attested)

SC	ST	OBC	UR	(Please tick to choose)

(a)

PHC	ESM	MSP	(Please tick to choose)

(b)

13. If applied for the post as Ex-serviceman:-

Date of enrolment (in Army/Navy/Air force) ..... date of Retirement ..... Total service.....year.....month.....days (attach copy of discharge certificate/NOC)

14. If applied for the post in PH category: - (please enclose photocopy of relevant certificate and duly self attested)

Type of disability (OH, HH, VH) ..... (Percentage of disability)

15. Personnel already in Govt. employment should bring No Objection Certificate from employer.

16. Whether registered with any employment exchange? (Yes/No) ..... (If yes, mention registration No. and name of Employment Exchange)

**DECLARATION**

17. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/ appointment is liable to be cancelled/terminated. I am willing to serve anywhere, I agree that department has the right to transfer me to anywhere in India.

Date:

\_\_\_\_\_  
(Signature of candidate in full)

Place:

(List of the documents which are attached with the application).

- 1.
- 2.
- 3.
- 4.
- 5.

**PART – B**  
**CALL LETTER**

Name of post \_\_\_\_\_

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Affix recent  
passport size  
photograph duly  
self attested

(Name and address for correspondence to be filled by the candidate in block capital letter)

**FOR OFFICIAL USE**

1. Roll No/Index No \_\_\_\_\_
2. Date and time of written examination/practical examination \_\_\_\_\_
3. Application received on .....
4. Application accepted/rejected .....
5. Reason for rejection: Underage/Overage/Documents incomplete/Photo or documents not attested/Any other reasons to be specified .....

Dated:

Signature of Controlling Officer and Stamp

Note: - (i) Candidate should reach at least one hour before the schedule time at examination centre on aforementioned date. No candidate will be allowed for examination after scheduled time. All documents / certificates in original shall be carried by the candidates.

(ii) The candidates should bring their pen, pencil and clipboard for written examination. Candidates will also carry proof of identity (Voter Card / Aadhar / PAN / Driving License / Passport).

(iii) The candidate should not keep Mobile, Calculator, Electronic item, paper and other material otherwise he/she will not be allowed for examination and his/her candidature will automatically deemed to be rejected.